

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Monday, May 8, 2017 at 12:00 pm., Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

MEMBERS PRESENT: Paul A. MacDonald, Chairman, Robert Tetreault, Charlotte Gabrielson

MEMBERS ABSENT: Tony Wood (Excused)

OTHERS PRESENT: Jeffrey McDonald, Director Public Works & Engineering Services, Colonel Stephen Lynch

CALL TO ORDER: The meeting was called to order at 12:00 p.m. by Paul A. MacDonald, Chairman

APPROVAL OF MINUTES:

- 1) **VOTED** to accept the Tuesday, April 11, 2017 meeting minutes and dispense with the reading of said minutes.

Motion was made by Robert Tetreault and seconded by Charlotte Gabrielson. The motion was carried unanimously.

APPROVAL OF INVOICES / EXPENDITURES:

- 2) Discussion, consideration and action relative to The Bargain Buyer invoice for the Assistant Tax Assessor ad in the amount of \$220.

Motion: Motion was made by Charlotte Gabrielson and seconded by Robert Tetreault to pay The Bargain Buyer invoice. The motion was carried unanimously.

- 3) Discussion, consideration and action relative to the ad in The Call for the Planning Director position in the amount of \$623.60.

Discussion: Due to the cost of advertising in The Call and limited exposure, advertising in The Call will be reviewed closely, if used at all.

Motion: Motion was made by Charlotte Gabrielson and seconded by Robert Tetreault to pay The Call invoice. The motion was carried unanimously.

NEW BUSINESS CONSIDERED AND ACTED ON: None.

OLD BUSINESS CONSIDERED AND ACTED ON:

- 4) Discussion, consideration and action relative to Mechanic Testing.

Discussion: IPMA-HR developed a new test with questions selected by Jeffrey McDonald, Director Public Works & Engineering Services. Personnel Board will review test.

- 5) Discussion, consideration and action relative to Promotional Police testing.

Discussion: Testing for Sergeant, Lieutenant and Major was conducted on April 27, 2017. Proctor was Dean McKenna from Roger Williams University.

- 6) IPMA-HR credit refund for returned Dispatcher testing booklets. No action or votes taken on this.

- 7) Discussion, consideration and action relative to IPMA-HR Test Security Agreement.

Discussion: Personnel Board signed the IPMA-HR Test Security Agreements, giving them authority to view the mechanic testing material.

- 8) **Discussion**, consideration and action relative to revised Classification Plan/Titles.

Discussion: Municipal names have been added to match the Classification/Title and copies were distributed to the Personnel Board.

- 9) Discussion, consideration and action relative to the Planning Director/Economic Development Coordinator position.

Discussion: Interviews were scheduled.

- 10) Discussion, consideration and action relative to the Finance Director position.

Discussion: Michael Larocque, Finance Director, start date is May 15, 2017.

- 11) Discussion, consideration and action relative to the Council 94 Financial Aide and Administrative Aide testing eligibility.

Discussion: Discussion of eligibility Council 94 testing c was referred to the Union Steward.

CORRESPONDENCE CONSIDERED AND ACTED ON: None.

ADDITIONAL NEW BUSINESS TO BE CONSIDERED AND ACTED ON: None.

GENERAL DISCUSSION: None.

ADJOURN: Motion was made by Robert Tetreault to adjourn at 1:00 p.m to begin interviews for the Planning Director/Economic Development Coordinator position, seconded by Charlotte Gabrielson. The motion was carried unanimously.

RECONVENED at 2:37 p.m. There was discussion of the Planning Director/Economic Development Coordinator job description. No votes were taken.

ADJOURN: Motion was made by Charlotte Gabrielson to adjourn at 2:50 p.m., seconded by Robert Tetreault. The motion carried unanimously.

Paul A. MacDonald, Chairman

Date